

From: Commandant
To: SK2 Allen J. Melendez, USCG

Subj: LETTER OF COMMENDATION

1. I note with pride and am pleased to commend you for your performance of duty while assigned to the Shipping and Receiving Branch, Integrated Support Command Honolulu, from 1 April 2002 to 30 June 2002. During this period, you demonstrated superior leadership and professionalism by capably performing duties previously accomplished by senior petty officers. As Warehouse Supervisor, you managed a complete and efficient shipping and receiving operation for all Sand Island Coast Guard units. You regularly provided training to your subordinates on warehouse policies and procedures, as well as weekly SWE training sessions for all division SK's. On several occasions, you served as Acting Branch Chief and attended weekly division meetings. After the rotation of the E-6 LOGREQ Coordinator to another branch, you quickly became knowledgeable of the LOGREQ process. You served as the main point of contact for all LOGREQs in the D14 AOR for homeported and visiting cutters. As an example of your proficiency in this area, you went the extra mile by arranging for rental of a refrigerated truck to transport subsistence items for CGC Jarvis to American Samoa by HC-130H aircraft. You also served as the HAZMAT Transportation Specialist for the AOR and, on several occasions, traveled to the outer Hawaiian Islands to certify HAZMAT shipments. By attending all unit cultural and morale events, you displayed your commitment to the command and your shipmates. You have been commended for your performance of duty and appearance as a member of the ISC Color Guard and voluntarily served in the PACOM Change of Command military formation. You also served as the Comptroller Division's Coast Guard Mutual Assistance Representative. You set an outstanding example both on and off duty for other members of the command.

2. You are commended for your outstanding performance of duty. By your meritorious service you have upheld the highest traditions of the United States Coast Guard.

3. You are hereby authorized to wear the Commandant's Letter of Commendation Ribbon Bar (gold star in lieu of a third).

For the Commandant,

C. J. CONKLIN
Captain, U. S. Coast Guard
Commanding Officer, Integrated Support Command
Honolulu, Hawaii